JOB DESCRIPTION

JOB TITLE: Data System Supervisor **GRADE:** 15

JOB CODE: 1410 **DATE:** 3/20/95 Rev. 10/14/98

GENERAL FUNCTION: Maintains the management information system for the local health department and assists appropriate staff in the utilization of the statewide computer network through training and technical assistance and advising management on equipment needs. The incumbent would also assist management in developing applications for personal computer, acquiring software, training staff, or using software to develop special applications.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Assists departmental staff in utilizing the statewide computerized network. Trains staff on how to use the CRT/video display unit, appropriate coding for entry of data, generating reports available through the network, and solving minor problems encountered through data entry.

Coordinates the request for statistical reports within the health department. Prepares reports requested using statewide network or personal computer.

Assists staff in utilizing personal computers, training staff on how to use the computer. Recommends software for purchase and utilization by the department. Installs software for staff.

Evaluates data processing needs of the department, arranges for the purchase of appropriate equipment, and trains staff on its use.

Responds to requests for assistance in solving problems experienced by staff using computer(s). Refers or obtains additional assistance when problems cannot be resolved.

Attends meetings at the local or state level to keep informed of technology for the computer system, proposals.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

SUPERVISION EXERCISED: May supervise subordinate staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

JOB TITLE: Data System Supervisor (continued)   **JOB CODE:** 1410

Ability to access, input and retrieve information from a computer.

Minimum Education, Training, and Experience Requirements: Graduate of a college or university with a bachelor's degree, supplemented by one year of experience. Experience in computer programming, network services, system support, or production support will substitute for the education requirement on a year-for-year basis.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.